



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
JSU-MPP-05-02 JSU-ESEP-05-02	12/20/04	Applications will be accepted until sufficient applications have been received

POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION AND DUTY STATION
Custodial Worker WG-3566-03, \$9.82 per hour	Jicarilla Service Unit Housekeeping Department Dulce, NM

**AREA OF CONSIDERATION: ALL SOURCES**

**RELOCATION:** Relocation Expenses will not be paid. Employees who wish to relocate to Dulce, NM for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

**CONDITIONS OF EMPLOYMENT:**

- Four permanent full-time positions. The incumbent of this position is subject to call back and/or standby work. Incumbent will be scheduled to work: routing hours of duty, including day and evening shifts, weekends, and holidays shifts – subject to call back.
- Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

**DUTIES AND RESPONSIBILITIES:**

This position is located in Jicarilla Service Unit in the Housekeeping Department. Incumbent will be cross-trained to work in all areas of the hospital. Performs a variety of cleaning functions in a health care environment that involves the use of heavy equipment, cleaning chemicals, and special procedures for infection control. Plans and coordinates daily work tasks with hospital or clinic staff and work leader/supervisor to ensure all patient care areas are cleaned and ready for use, so that patient care and schedules are not compromised. Cleans various areas: patient rooms and bathrooms, public restrooms, exam rooms, halls, walls, floors, furnishings, equipment, windows, offices, outside entrances, etc. using proper cleaning techniques, universal precautions, and chemicals. Vacuum, sweep, mop floors, and maintains floors such as tile (stripping & waxing), carpet (spotting and extracting) and linoleum. Stocks areas with paper supplies, linen, soap, and required chemicals. Inspects, sorts, folds, counts, stores, and distributes clean linen following standard protocol. Wears personal protective equipment as required. Removes non-infectious and infectious waste such as biological materials, solid linens, and disposes hazardous waste following established protocol. Collects recyclable items in separate container

for recycling. Assists work leader/supervisor in record keeping of supply inventory and usage. Participates in performance improvement activities. Maintains required reports or checklists. Reports to work leader/supervisor of needed repairs or supplies. Maintain, cleans, and properly stores equipment and other departmental property. Follows policies for: patient confidentiality and standards of conduct at all times. Performs other Environmental Services related duties as assigned by the supervisor.

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## **QUALIFICATION REQUIREMENTS:**

**Candidates for these positions will be evaluated under the Job Element X-118C, Job Qualification System for Trades and Labor Occupations. Applicants will be rated on the knowledge, skills, and abilities to perform the duties of the position.**

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## **EVALUATION METHOD AND RANKING FACTORS:**

Evaluation will be made of the extent to which experience, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Job Elements described below. **Applicants must address the following KSAs on a separate sheet of paper.** The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Reliability and dependability as a Housekeeping Aide. **SCREEN OUT ELEMENT**  
(Definition: Personal characteristics of the applicant which indicate potential for successful performance in the position of Hospital Housekeeping Aide.)
2. Ability to handle weights and loads.  
(Ability to move and lift furniture and heavy objects preparatory to cleaning; to load and unload trash receptacles; to operate power machinery for long periods, to use physical effort in cleaning, mopping and scrubbing for protracted periods; to work on scaffolds and ladders.)
3. Work Practices.  
(Definition: Knowledge of standard hospital housekeeping cleaning techniques, application of germicides and cleaners, characteristics of surfaces to be cleaned, equipment needed, etc.)
4. Ability to follow oral and written directions.  
(Definition: Ability to follow simple oral and written directions such as work schedules, task lists, machinery operating instructions, directions for applying cleaning compounds, etc.)
5. Dexterity and ability to use equipment safely.  
(Definition: Accomplishment of assigned work efficiently with safety to self and others. Includes use of floor buffers, wet and dry vacuums, floor scrubbers, wall washers, hand tools, such as; wet and dry mops, brushes, etc., and ability to clean equipment after use.)

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## **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

**Veterans Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Reasonable Accommodations:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Arnissa Vallo, (505) 248-4739. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

**Career Transition Assistance Program (CTAP)** –To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

**Interagency Career Transition Assistance Program (ICTAP)** – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    - 1) Received a specific RIF separation notice; or
    - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
    - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
    - 5) Retired under the discontinued service retirement option; or
    - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
  - OR
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

**Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

- Only U.S. citizens may be appointed to the competitive service.

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## WHERE TO APPLY:

**Applications MUST be submitted to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, contact the Division of Human Resources at (505) 248-4510. Vacancy announcements can be download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). We do not FAX vacancy announcements.

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## REQUIRED DOCUMENTATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian preference **MUST** submit the **BIA Form 4432**, "Verification of Indian Preference for Employment in BIA and IHS Only." This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from:  
[http://contacts.gsa.gov/webforms.nsf/0/047C39FC0226D01E85256AAB005DF2AD/\\$file/OF306.pdf](http://contacts.gsa.gov/webforms.nsf/0/047C39FC0226D01E85256AAB005DF2AD/$file/OF306.pdf)
- Statement Authorizing Review of Application.
- Statement addressing the Job Elements.
- See 'HOW TO APPLY' on the last page, for additional information.

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## OTHER IMPORTANT INFORMATION:

Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.

Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

**EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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## DIVISION OF HUMAN RESOURCES CLEARANCE:

/s/

Human Resources Assistant

12/20/04

Date

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

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Signature of Applicant

## HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.		
<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Résumé or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>

If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

**Procedure for using résumé or other written application:** Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

### **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

### **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

### **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

### **WORK EXPERIENCE**

Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.

Highest federal civilian grade held (give job series and dates held)

Work experience (paid and unpaid)

Job title (include series and grade if federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current supervisor.

### **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

### **Submit a copy of applicable documents with your application if you are in the following categories:**

<b>COMMISSIONED OFFICER</b>	<b>INDIAN PREFERENCE</b>	<b>VETERAN PREFERENCE</b>	<b>FEDERAL EMPLOYEE</b>
<ul style="list-style-type: none"> <li>➤ Current Billet description.</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form.</li> <li>➤ Applicable Licensure.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area, may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF).</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.</li> </ul>